

RECRUITMENT AND RETENTION BONUSES AND RETENTION ALLOWANCES

REFERENCES:

- a. 5 CFR, Part 575.
- b. AR 690-500, Subchapter 575, Recruitment and Relocation Bonuses; Retention Allowances; and Supervisory Differentials, dated 13 October, 2000.
- c. EC 690-1-710, Recruitment and Relocation Bonuses and Retention Allowances, dated 1 January 2001.
- d. July 20, 2002, Federal Register, Vol. 66, No. 140, pp. 37883-37884.

RECRUITMENT BONUSES

--Applies to hard-to-fill GS and WG positions and/or occupations critical to organization's mission.

--One-time lump sum payment of up to 25% of basic pay for newly appointed employees.

--Newly appointed refers to—

- (1) The first appointment to the Federal government,
- (2) An appointment following a break of at least one year, or
- (3) A permanent appointment received within one year after termination of employment in a cooperative work-study program.

--Employee must sign a service agreement of at least 12 months.

--Must be justified in writing and approved by an official at an organizational level higher than the individual making the initial bonus offer.

--Group recruitment bonuses for ACTEDS interns in the following occupations are authorized:

- (1) Professional engineers in the GS-800 series,
- (2) Computer specialists in the GS-334 series,
- (3) Computer scientists in the GS-1550 series, and
- (4) Operation research analysts in the GS-1515 series.

RELOCATION BONUSES

--Applies to hard-to-fill GS and WG positions and/or occupations critical to organization's mission.

--One-time lump sum payment of up to 25% of basic pay for current permanent employees who relocate to different commuting area (includes temporary change in duty station).

--Relocation must be without a break in service to a position in the general schedule or SES pay system.

--Employee must sign a service agreement of at least 12 months.

--Must be approved by an official at an organizational level higher than the individual making the initial bonus offer.

RETENTION ALLOWANCES

Applies to GS and WG positions when unusually high or unique qualifications of the employee (or special need of the activity) make retention essential.

--Based on determination that absent the allowance the employee would leave Federal service.

--May not exceed 25% of basic pay; paid at the same time as basic salary (included in bi-weekly paycheck), but is not a part of basic pay.

--No service agreement required.

--IAW reference c, approval authority with major subordinate commanders/directors. For FOAs, approval authority is one level above them.

--Annual review and recertification required to continue payment.

--Allowance may be reduced or terminated if justifying conditions change.

SUPERIOR QUALIFICATIONS APPOINTMENTS

REFERENCES:

a. 5 CFR, Part 531.203.

b. AR 690-300, Chapter 338, Subchapter 6, Appointments Above the Minimum Because of Superior Qualifications, dated 15 April, 1987.

c. HQDA message, Appointments Above the Minimum Because of Superior Qualifications, 251325Z June 1991.

d. DoD Civilian Personnel Manual 144.25-m, Subchapter 531, Pay Under the General Schedule, 25 July, 1997.

--Based on the superior qualifications of the candidate or a special need of the agency for the candidate's services.

--Salary may be set at a level higher than step one in the grade to which appointed.

--Applies to new appointments or reappointments after a break of at least 90 calendar days.

--Must be approved by the appointing authority.

--Recruitment bonus must be considered before authorizing advanced rate. Documentation must include reasons for authorizing advanced rate instead of, or in addition to, a recruitment bonus.

APRIL 2000; UPDATED JULY 2001.